

**STATE OF UTAH**  
**DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSING**  
**MANUAL FOR NURSING EDUCATION**  
**PROGRAM APPROVAL**

**INTRODUCTION:**

Nursing education programs in Utah are required by statute (58-31b-601) to have initial and continuing approval from the Division of Occupational and Professional Licensing. The purpose of this manual is to present guidelines for nursing education program proposal development. The guidelines are designed to facilitate an effective and efficient process of decision making with regard to the approval of a proposed new nursing program. A step-by-step process is presented.

**STEP 1: FEASIBILITY STUDY**

The proposal for a new nursing education program and satellite extensions of existing programs should include the results of a feasibility study to assess program need and resources. The feasibility study should incorporate data from parent institution administration, external constituencies, consumers and prospective faculty and students. The geographic area to be served should be clearly delineated.

The feasibility study should answer the following questions:

1. How was the need for the proposed program identified?
2. What is the need for the program as it relates to the public's health, welfare, and safety?
3. What is the primary geographical area to be served by the proposed program?
4. What will be the impact of the proposed program on the health care delivery system within the geographical area to be served?
5. Does the proposed program overlap the roles and responsibilities of another nursing program in the same geographical area?
6. What are the internal and external supports for the proposed program? (Include fiscal data, physical and human resources, clinical facilities, adequacy of potential experiences, and nurse mentors.)
7. What will be the relationship of the proposed program to other programs in the parent institution?

8. What will be the organizational structure of the proposed program and how will it articulate with the parent institution?
9. Who will provide the prerequisite and/or support courses for the proposed program?

## **STEP 2: LETTER OF INTENT**

A letter of intent to develop a new nursing education program should be sent to the Division of Occupational and Professional Licensing a minimum of one year prior to the intended startup. The letter should include the results of the feasibility study.

## **STEP 3: PROPOSAL**

A formal written proposal to begin a nursing education program must be submitted to the Division of Occupational and Professional Licensing at least six (6) months prior to implementing the program (beginning instruction). This proposal for initial approval should respond to the following questions:

### **Curriculum**

1. What will be the competencies of the graduate of the nursing education program?
2. What is the mission of the parent institution?
3. What is the philosophy of the nursing education program?
4. How does the nursing education program philosophy articulate with the mission of the parent institution?
5. What are the nursing education program goals or objectives?
6. How does the philosophy relate to the program goals?
7. What are the major curricular threads?
8. What are the proposed prerequisites and/or support courses? Will they be taught in the nursing education program or in another department?
9. What are the proposed nursing courses? (Include a one-paragraph overview for each course.)
10. What clinical sites will be used for student experiences?

Attach an example program of study for the typical student.

**Program Evaluation:**

1. What are the plans for initial program evaluation?
2. What are the plans for ongoing program evaluation?
3. What are the plans for ongoing course evaluation?

**Students:**

1. How will the students make application?
2. What are the admission criteria?
3. What are the policies and procedures for student admission and progression in the nursing education program?

**Faculty:**

1. Who will be the administrator of the nursing education program? Describe the qualifications of the individual.
2. What are the qualifications for faculty applicants?
3. Will faculty teach in their areas of expertise?
4. What is the typical faculty-student ratio for clinical nursing courses?

**Example Program of Study:**

The example Program of Study should be responsive to the following questions:

1. What is the sequence of courses?
2. What is the total number of credits in the program?
3. What is the total number of credits for prerequisites and/or support courses?
4. For courses containing both didactic and clinical components, how are the credits distributed?
5. What is the ratio of credit hours to contact hours for didactic?
6. What is the ratio of credit hours to contact hours for clinical/laboratory?

## Sample Course Outline:

The sample course outline should be set up on the following template:

Course Number:

Title:

Credits:

Prerequisites:

Overview:

Objectives:

Teaching Methods:

Evaluation and Grade Sources:

## STEP 4: SITE VISIT

At the discretion of DOPL and the Board, a site visit will be conducted for the purpose of validating or clarifying the information contained in the Proposal. Guidelines for the site visit will be communicated to the institution should a site visit be deemed appropriate by DOPL and the Board.

## ADDITIONAL IMPORTANT INFORMATION:

1. **Fees:**
  - The educational program approval and initial site visit fee is **\$500.00**.
  - The educational program approval and follow-up site visit fee is **\$250.00**.
2. **Laws and Rules:** The following applicable laws and rules are available on the Internet at [www.dopl.utah.gov](http://www.dopl.utah.gov):
  - Division of Occupational & Professional Licensing Act
  - General Rules of the Division of Occupational & Professional Licensing
  - Nurse Practice Act
  - Nurse Practice Act Rules
3. **Current Documents:** Applications, statutes, rules, and forms are occasionally changed. Go to [www.dopl.utah.gov](http://www.dopl.utah.gov) to ensure you have the most recent version of these documents.
4. **Minimum standards for nursing programs - Approval of nursing education programs - Unlawful conduct of nursing education program:** Available in section 58-31b-601 of the Utah Nurse Practice Act and sections R156-61b-601, 602, 603, 604, 605, and 606 of the Utah Nurse Practice Act Rules.

5. **Mail Complete Application to:**

**By U.S. Mail**

Division of Occupational & Professional Licensing  
Attn: Laura Poe  
P.O. Box 146741  
Salt Lake City, Utah 84114-6741

**By Delivery or Express Mail**

Division of Occupational & Professional Licensing  
Attn: Laura Poe  
160 East 300 South, 1<sup>st</sup> Floor Lobby  
Salt Lake City, Utah 84111

6. **Telephone Numbers:** (801) 530-6789

(866) ASK-DOPL – Toll-free in Utah  
(866) 275-3675

7. **Fax Number:** (801) 530-6511